



**Health Professions Bureau**  
402 West Washington Street, Room W041  
Indianapolis, Indiana 46204

Telephone (317) 234-2051  
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<http://www.in.gov/hpb>

***APPLICATION FOR NEW SPONSORSHIP***

***AS A CONTINUING EDUCATION PROVIDER***

***INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS***

FOR OFFICE USE ONLY: \_\_\_\_\_ (Sponsor ID number)

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***Name of sponsoring organization***

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***Street address of sponsor***

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***City***

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***State***

***Zip code***

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***Telephone number of sponsor***

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***Person responsible***

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***Title of person responsible***

IS YOUR ORGANIZATION APPROVED BY NAB? \_\_\_\_Yes \_\_\_\_NAB ID Number \_\_\_\_No

The following documentation must accompany this application:

1. Brief description of your organization, including organization philosophy and objectives and organization chart.
2. Brief description of the organization's background in continuing education and long term care education.
3. Sample of advertising brochure for your program(s) for health facility administrators.
4. Description of evaluation techniques that will be utilized. (attach sample)
5. How are evaluations utilized by your organization?
6. Sample of certificate to be awarded for completion of program.
7. Description of monitoring techniques utilized to verify attendance.
8. Description of record keeping system for continuing education programs to be offered and length of time records are kept.
9. Is attendance at your programs open to all health facility administrators? \_\_\_\_yes \_\_\_\_no
10. \$100 application fee for sponsorship. (Please see 840 IAC 1-2-6 attached)

Our organization agrees to periodic State monitoring of our programs at the discretion of the Indiana State Board of Health Facility Administrators: \_\_\_\_ Yes, we do agree. \_\_\_\_No, we do not agree

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***Date***

***Signature***

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***Title***

For questions about this application, you may contact the Board at 317-234-2051 or by e-mail at [hpb6@hpb.state.in.us](mailto:hpb6@hpb.state.in.us). Please mail completed application and accompanying information to the Health Professions Bureau, 402 W Washington Street, Room W041, Indianapolis, Indiana, 46204.

**TITLE 840**  
**INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS**

**Rule 2 Continuing Education for Renewal of License**

**840 IAC 1-2-1 Continuing education: credit requirements**

Sec. 1. (a) An H.F.A. who is not currently or previously licensed in another state, is not required to complete the continuing education requirements for the two (2) year licensing period in which the license was issued.

(b) An H.F.A. must complete at least forty (40) continuing education hours during the previous two (2) year licensing period.

(c) If an H.F.A. attends an approved program in another state with a mandatory continuing education requirement, the board will accept the approved hours.

(d) Continuing education credit may not be carried over from one (1) biennial licensure renewal period to another.

(e) The forty (40) hours biennial continuing education requirement shall not be increased or decreased unless this section is duly amended and all licensees are notified in writing at the date of license renewal that the following renewal will require an increased or decreased number of hours of continuing education.

(f) The continuing education requirement shall be satisfied by participating in programs that must be conducted by a board approved sponsor.

(g) Continuing education courses offered by accredited colleges if the course content pertains to the practice of health facility administration.

Accredited college courses related to the practice of health facility administration. Proof of completion of the course, including the grade earned and the college credit earned, or a statement from the college that the course was audited, must be submitted with the renewal application. The following conversion will be used for continuing education credit:

(1) One (1) semester hour equals fifteen (15) contact hours.

(2) One (1) quarter hour equals ten (10) contact hours.

**840 IAC 1-2-2 Verification of attendance**

Sec. 2. (a) The H.F.A. shall retain copies of certificates of completion for continuing education courses for three (3) years from the end of the licensing period for which the continuing education applied. The H.F.A. shall provide the board with copies of the certificates of completion upon the board's request for a compliance audit.

(b) Approved continuing education sponsors must retain the attendance records for a period of five (5) years, during which time the board may request review of these records.

**840 IAC 1-2-4 Approval of sponsor; responsibility**

Sec. 4. (a) Sponsors of programs must file application with the board and be approved at least thirty (30) days prior to the date of the first presentation.

(b) The sponsor is responsible for monitoring attendance of programs in such a way that verification of attendance throughout the program can be reliably assured.

(c) Approval of a sponsor will be valid for a maximum period of one (1) year. All approvals expire on January 31 of each year.

(d) Under extenuating circumstances, the board may approve an application for a sponsor of continuing education programs which did not meet the thirty (30) day submission requirement. Such cases will be considered on an individual basis only.

**840 IAC 1-2-5 Exemptions**

Sec. 5. Licensees who fail to comply with this rule shall not be issued a renewal license, except for the following exemptions:

- (1) An H.F.A. who holds a valid license, but submits a statement from a physician or surgeon stating that the licensee is unable to practice due to illness or physical disability.
- (2) An H.F.A. on active military duty.

**840 IAC 1-2-6 Persons exempt from fee**

Sec. 6. (a) The Indiana state board of H.F.A. shall exempt the following from payment of a fee for continuing education sponsorship:

- (1) Any state or federal agency.
  - (2) Any state funded school.
- (b) Exemption from payment of a fee for continuing education sponsorship does not relieve the sponsor of any other requirements or duties prescribed by law.